



# **GIS Project Coordinator**

## **(Working title:**

# **GIS Address Coordinator)**

## **Yellowstone County**

### **Equal Opportunity Employer**



*Yellowstone County encourages applications from diverse candidates  
and candidates who support diversity.*

**Posting Date:** January 14, 2021

**Department:** GIS/Information Systems

**Salary:** \$45,741.89-57,177.36 annually

**Grade:** G

**Hours:** Monday – Friday, 8:00 a.m. – 5:00 p.m.

**FLSA:** Non-Exempt

**ACCEPTING APPLICATIONS UNTIL 5:00 P.M. ON January 27, 2021**

Job description available in Human Resources or on-line at [www.co.yellowstone.mt.gov](http://www.co.yellowstone.mt.gov)

#### **FUNCTION:**

Full-time position, which provides project management and technical skills in developing and maintaining emergency preparedness applications as related to geographic information systems; as well as managing an address database for use by multiple users, including road-naming, Census, AVL, 9-1-1 data development and maintenance; and inter-agency coordination.

#### **REQUIRED:**

- Bachelors Degree in Geographic Information Systems, Computer Science, Engineering or closely related field;  
**and**
- 2 years experience working with GIS, ARC/INFO and GPS information systems; **or**
- Any equivalent combination of education and experience, which provides the necessary knowledge, skills and abilities to perform the functions of the position.

#### **SPECIAL QUALIFICATIONS:**

- Possession of a valid drivers license issued by the State of Montana.

#### **DESIRED:**

- Project management **and** Addressing experience

#### **CHALLENGES OF THE POSITION:**

- Attention to detail and timeliness is critical;
- Maintaining effective working relationships with the general public, government officials, and private enterprises during difficult situations;
- Understand and perform mathematical calculations used in survey work;
- Create software applications using GIS as applied to emergency preparedness.

#### **TO APPLY:**

**Submit by 5:00 pm on January 27, 2021:**

- 1. County Application Form**
- 2. Resume**
- 3. Names, addresses and phone numbers of three employment-related references**

To: Human Resources, Room 106, Yellowstone County Courthouse or to Montana Job Service, 2121 Rosebud Drive, Billings, MT. **Late or incomplete materials will not be considered.** Download application at [www.co.yellowstone.mt.gov](http://www.co.yellowstone.mt.gov) Applicants who require special accommodation due to disability should contact the Human Resources Office at 256-2705. **NOTE:** If this position becomes available within 90 days the same applicant pool may be considered.